**Programming Team Lead - Library Assistant**

The Bloomfield Public Library, in Bloomfield, NY is seeking a Programming Team Lead Library Assistant to provide outreach and programming for the library’s children, teen, and adult patrons. The Bloomfield Public Library serves the same geographic area as the Bloomfield Central School District and is a member of the Ontario, Wayne, Wyoming, Livingston County (OWWL) Library System. This position requires strong customer service skills, planning and attention to detail, and the ability to work with people of all ages. The position is for 30 hours weekly including mornings, afternoons, evenings and one Saturday per month.

**Duties & Responsibilities**

* May assume leadership for the library in absence of director; may supervise and train clerical personnel
* Works with the director and all staff to plan and implement regularly occurring programs for patrons of all ages
* Takes on the leadership role for all programming including planning, promoting, and delegating duties to other staff
* Serves as lead for planning Summer Reading programs for all ages
* Promotes library services and programs to the community through in person outreach and social media
* Collaborates with local organizations and schools to offer joint programming and partnerships
* Provides outstanding customer service at circulation desk assisting patrons
* Works with the director to book vendor programs and to purchase any program supplies as needed
* Maintains accurate statistical records of programs and attendance
* Suggests materials for purchase and assists in adding materials to the catalog or weeding a section of the collection
* Prepares library exhibits and displays to promote collection and programs

**Minimum Qualifications**

High school diploma or equivalent

Must be able to carry out assignments independently and get along well with others

1 year experience working in libraries

1. Possession of 60 credit hours from a regionally accredited or New York State registered college or university OR 2. two years of full-time experience that includes direct service to the public in a public or academic library OR 3. an equivalent combination of education and experience as set by the limits of 1 and 2 above

Must meet Ontario County Civil Service requirements for Library Assistant

**Preferred Qualifications**

Previous experience providing programs in a public library

Previous leadership roles

Experience working with children, teens, and adults

**Physical Demands**

Ability to tolerate moderate physical demands, including sitting, standing, or walking for sustained periods of time, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, climbing stairs, using a ladder or stool, and listing up to 30 lbs.

**Compensation and Benefits**

Compensation is $20/hour. Eligible to enroll in 403B retirement plan.

**To Apply**

Please submit resume, cover letter, and three references to Chelsea Arnold, Library Director: [bloomfieldlibrarydirector@owwl.org](mailto:bloomfieldlibrarydirector@owwl.org) or mail to:

Bloomfield Public Library

9 Church Street

Bloomfield, NY 14469

Preference will be given to applications received before April 10, 2023